

EXECUTIVE SECRETARIAT**Routing Slip**

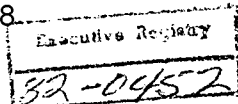
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Remarks:

[Signature]
Executive Secretary

2/17/82
Date

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FROSTBURG STATE COLLEGE
FROSTBURG, MARYLAND 21532

FEB 17 2 11 PM '82

Department of Business Administration

(301) 689-4380

January 25, 1982

Chief
Central Intelligence Agency
P. O. Box 1925
Washington, DC 20013

Dear Chief:

As Chairman of the Department of Business Administration at Frostburg State College, I am pleased to present this resumé booklet to you. The students whose resumé are enclosed will graduate from Frostburg in May, 1982, with Bachelor of Science degrees in Business Administration with concentrations either in Management or Marketing.

In order to meet the requirements of our program, a student must successfully complete thirty-six hours in Business courses, mathematics through applied calculus, and two computer languages. A complete schedule of the curriculum required of our majors is enclosed.

Many of our students have broadened their knowledge of the business world by participating in challenging internships, active membership in the Business Club or the National Business Honor Society, and other professionally-related activities. Many past graduates have done very well both in the government and in industry. Past graduates are employed in Burroughs, Xerox, IBM, Proctor and Gamble, Litton Industries and countless other fine companies. Perhaps you have already hired one of our graduates?

The majority of our students hail from the eastern Maryland/Baltimore/Washington area, and they plan to live and work in or near Maryland although many indicate that location is not a factor.

We feel that these young people are bright, eager and academically ready to pursue careers in industry. We would appreciate your consideration of their resumé, and hope that you will follow-up by selecting some of them for job interviews. Should you desire to schedule on-campus interviews, the Department of Business Administration and the Office of Career Planning and Placement are ready to assist you in any way possible.

Sincerely,

Richard E. Pesta

Richard E. Pesta
Chairman
Department of Business Administration

Enclosures
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